

26 September 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
~~Director of Medical Services~~
Director of Personnel
Director of Security
Director of Training

SUBJECT : Mission Statements and Organizational Charts

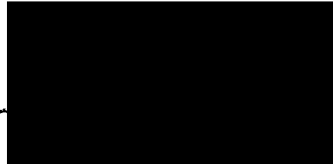
1. We are in the process of formally revising and updating the mission and function statement for the Directorate of Administration, as well as the related organizational charts. In this regard, the DD/A is also interested in having all the Offices conduct a similar review to be sure that the appropriate regulations and organizational charts are current and accurate.

2. The Regulations Control Staff provided the following status report:

<u>Office</u>	<u>Mission/Function</u>	<u>Chart</u>
OC	5 Dec 73	5 Dec 73
OF	3 Jun 68	23 Aug 73
OJCS	In process	In process
OL	Oct 68/May 69	30 Jul 71
OMS	22 Apr 74	30 Oct 70
OP	21 Oct 68	29 Apr 71
OS	Nov 66/Apr 73	8 Jan 74
OTR	20 Nov 69	13 Nov 73

3. I would very much appreciate receiving written comments concerning the results of your review, particularly if substantive action is required to bring matters up to date. I would suggest a report by close of business on 4 October 1974.

STATINTL


Executive Officer to the
Deputy Director for Administration